

**Associated Students of Orange Coast College (ASOCC)  
Student Government of Orange Coast College (SGOCC)  
Student Senate & Executive Board  
MEETING AGENDA**

Friday, April 6, 2018; 9:00 a.m.

ASOCC Conference Room

2701 Fairview Road • Costa Mesa, California 92626 • (714) 432-5730

**NOTICE IS HEREBY GIVEN that the Student Government of Orange Coast College (SGOCC) Student Senate and Executive Board will hold a meeting on Friday, April 6, 2018 at 9:00 am. Pursuant to the Government Code Section 54955 and 54954.2(b) (3), the SGOCC may adjourn, reconvene, and re-adjourn from time to time, as may be necessary to transact the business of the Student Senate and Executive Board. Unfinished items on the agenda may be trailed to the following meeting pending the approval of the Student Senate and Executive Board. Those wishing to address the Student Senate and Executive Board shall be present during public forum and express their concern. For further information, please contact Student Senate President Haley Burg at haleyrburg@gmail.com.**

**I. Organizational Items**

- I.01** Call to Order
- I.02** Roll Call
- I.03** Opportunity for Pledge of Allegiance
- I.04** Approval of Minutes

**II. Public Forum**

This time is reserved for members of the public to address the Student Senate and Executive Board on issues on or not already appearing on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic will be enforced. This is not a period of discussion for the Student Senate and Executive Board; however, the Senate President may respond to specific questions and concerns made by the public.

**III. Reports**

**III.01 Fiscal Affairs Council Report and Recommendation(s) for Possible Student Senate Action**

This is an opportunity for the Vice President of Fiscal Affairs to present financial recommendations and reports as well as an opportunity for the Senate to approve financial recommendations. Following deliberation and action by the Fiscal Affairs Council, the Vice President of Fiscal Affairs recommends the following Student Senate and Executive Board action(s) be taken:

- 1. Club Start-Up Funds: None
- 2. One-Time: None

**III.02 Participatory Governance Committee Reports**

Opportunity for V.P. of Diplomatic Affairs to make recommendations for appointments to shared governance committees as well as an opportunity for reports from any individual involved in a campus wide committee.

**III.03 Student Body President's Report**

This is an opportunity for the Student Body President to report.

**III.04 Standing/Ad-hoc/Special Committees**

- 1. Constitution and Bylaws Committee
- 2. Mentorship Task Force
- 3. Events Task Force
- 4. Communications Committee
- 5. Sustainability Committee

**IV. Unfinished Business**

**V. New Business**

**All items under new business are discussion and/or action items. Attachments are available in the ASOCC Office.**

**V.01 Associated Students of Orange Coast College (ASOCC) Constitution & Bylaws Committee**

Presentation by the ASOCC Constitution and Bylaws Committee regarding the following proposed changes to the ASOCC Constitution and Bylaws. Discussion and possible action to follow.

- Part III (General By-Laws Code), Article I (General Bylaws), Section A: Framework of Authority
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 2. Composition & Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 3. Term of Office
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 4. Meetings
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, & Responsibilities
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 7. Vacancies & Order of Succession
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 8. Sub-Committees
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 6. Position Descriptions
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 4. Powers, Duties, Responsibility
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 5. Position Descriptions
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions
- Change "by-laws" to "bylaws"

See Attachment A for proposed verbiage (in red font).

**V.02**     **2018-2019 ASOCC Annual Budget**

Presentation by the Fiscal Affairs Council regarding the proposed allocation for the 2018-2019 ASOCC Annual Budget. Discussion and possible to action to follow.

**V.03**     **Events Task Force Presentation**

Presentation and discussion regarding the 2017-2018 Events Task Force upcoming event. Possible to action to follow.

**V.04**     **Student Senate Constitution and Bylaws**

Presentation and discussion regarding the Student Senate Constitution and Bylaws. Possible to action to follow.

**VI.**     **Public Forum Two**

This time is reserved for members of the public to address the Student Senate and Executive Board on issues on or not already appearing on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic will be enforced. This is not a period of discussion for the Student Senate and Executives Board; however, the Senate President may respond to specific questions and concerns made by the public.

**VII.**     **General SGOCC Reports**

**VII.01**   **Advisors' Report (Limited to 2 minutes per report)**

**VII.02**   **Board, Officer and Staff Reports (Limited to 2 minute per person)**

**VIII.**    **Adjournment**

**SGOCC Student Senate & Executive Board Meeting – 04/02/2018**  
**Attachment A - Proposed Bylaw Changes**

**Officers/Members Definition Change**

**Change 1.** Add description to Part III, Article I, Section A: Framework of Authority

4. For the purpose of this document, “officer” shall refer to any appointed member that adheres to Section B: Membership Qualifications.

**Advocacy Committee Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 1. Purpose

- a. The Advocacy Committee is a branch of SGOCC that researches and advocates for local, state, ~~and~~ federal legislation, ~~and campus policies as it~~ impacting the needs and concerns of students. ~~and The Advocacy Committee~~ shall represent Orange Coast College when legislative visits are organized, as well as those issues pertaining to state and regional student affairs. The Advocacy Committee shall ~~serve as a~~ recommending body to the Student Senate ~~and Executive Board~~ on all matters regarding the statewide student government as recognized by the California Board of Governors; local, state, and federal legislation; ~~advocat-~~  
~~ing advocacy~~; and related tasks.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 2. Composition & Membership

- a. The Advocacy ~~Committee~~ shall be comprised of no more than ten ~~members~~ officers, including the ~~Vice President of Advocacy Committee~~ who will serve as chair.
- b. The Student Senate shall appoint the ~~ASOCC Regional Delegate~~ Vice President of Advocacy Committee.
- c. The ~~ASOCC Regional Delegate~~ Vice President of Advocacy Committee shall appoint the Advocacy Committee ~~members~~ officers.

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 3. Term of Office

- a. Each ~~member~~ officer shall be appointed for a term of one year.
- b. ~~Student Officer~~ term shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.
- c. ~~Members~~ Officers shall serve no more than two (2) terms at a certain position.

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 4. Meetings

- a. ~~Members~~ Officers will meet once a week on Wednesdays from 3:50 p.m. – 5:20 p.m.

**Change 5.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, & Responsibilities

- a. The Advocacy Committee shall meet at least once a week during the Spring and Fall semesters to address issues related to students and colleges ~~in the political sphere~~.
- b. The Advocacy Committee shall examine local, state and federal legislation; ballot initiatives; and policies.
- c. ~~The Advocacy Committee shall report its findings to the Student Senate.~~ The Advocacy Committee shall examine campus and Coast Community College District policies.
- d. The Advocacy Committee shall organize and execute legislative visits ~~at least once a year~~.
- e. The Advocacy Committee shall address issues related to state and regional shared governance.
- f. The Advocacy Committee shall conduct a polling event once a semester to get a better understanding of the concerns of Orange Coast College students.
- g. The Advocacy Committee shall communicate its findings to the Student Senate and Executive Board through the Vice President of Advocacy Committee.

**Change 6.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions

- a. Chair
  - i. Occupied by the ~~ASOCC-ASOCC Regional Delegate~~ Vice President of Advocacy Committee.
  - ii. Shall be the liaison between ~~SGOCC~~ Student Senate ~~and Executive Board~~ and the Advocacy Committee.
  - iii. Prepare and post meeting agendas in compliance with all state laws.
  - iv. Preside over all meetings as a nonvoting member, unless in the instance of a tie. The chair may choose to cast a tie-breaking vote.
  - v. Enforce all rules established in these documents.
  - vi. ~~May create new positions as need arises.~~
- b. Vice Chair
  - i. The ~~ASOCC Regional Delegate~~ Advocacy Committee shall appoint one individual ~~from its own membership~~ to serve as ~~the~~ Advocacy Committee Vice Chair.
  - ii. The Advocacy ~~Committee~~ Vice Chair shall perform the duties of ~~the Advocacy Committee Chair~~ if the chair is ~~un-~~  
~~willing or~~ unable to do so.
  - iii. ~~The Vice Chair shall manage the Advocacy Committee’s institutional memory.~~
  - iv. The Advocacy Vice Chair shall perform the duties of the Secretary if the Secretary is ~~unwilling or~~ unable to do so.
- c. Secretary
  - i. ~~The Advocacy Committee Secretary shall take minutes of all official Advocacy Committee meetings.~~ The Advocacy Committee shall elect from its own membership one individual to serve as Advocacy Committee Secretary.
  - ii. ~~The Advocacy Committee Secretary shall send minutes to the ASOCC Regional Delegate and the Advisor within 48 business hours of the Advocacy Committee meeting so that they may be made available to the public.~~ The Advocacy Committee Secretary shall take minutes at all official Advocacy Committee meetings.

- iii. ~~The Advocacy Committee Secretary shall write and send thank you letters as necessary.~~ The Advocacy Committee Secretary shall compile, transcribe, and send minutes to the Advocacy Committee Chair and the Advisor within 72 business hours of the Advocacy Committee meeting.
- iv. ~~The Advocacy Committee Secretary shall take attendance for all official meetings.~~ The Advocacy Committee Secretary shall write and send “thank you” letters as necessary.
- v. The Advocacy Committee Secretary shall track tardies and absences of the Advocacy Committee officers and present it at the first Advocacy Committee meeting of every month.
- vi. The Advocacy Committee Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
- vii. The Advocacy Committee Secretary shall fulfill other duties and responsibilities as may be assigned.
- d. Communications Officer
  - i. ~~Shall promote Advocacy Committee events, projects, and activities.~~
  - ii. Shall serve as a member of the Communications Committee, working closely with the Vice President of Communications.
  - iii. ~~Shall serve as a member of the Polling Subcommittee.~~ Shall promote Advocacy Committee events, projects, and activities.
  - iv. ~~Shall fulfill other duties and responsibilities as may be assigned.~~
- e. Legislative Affairs Officers
  - i. Shall serve as Chair as the Legislative Affairs Subcommittee.
  - ii. Shall coordinate and organize appointments with legislators in collaboration with the ~~ASOCC Regional Delegate~~ Vice President of Advocacy Committee and the Adviser.
  - iii. Establish and/or maintain communication with targeted legislators.
  - iv. ~~Assist the ASOCC Regional Delegate in organizing additional responsibilities that arise in the course of their duties.~~
  - v. Will inform and provide updates to the Advocacy Committee regarding legislative issues.
- f. Voting ~~Members-Officers~~
  - i. Shall make an informed vote on proposed projects.
  - ii. Shall uphold all standards both ethically and as outlined in this document.
  - iii. Shall provide input and vote on issues pertaining to statewide student governance.

**Change 7.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 7. Vacancies & Order of Succession

- a. In case of a vacancy, applications may be opened at the chair’s discretion.
- b. In case of the departure of the ~~ASOCC Regional Delegate~~ Vice President of Advocacy Committee, the Vice Chair shall assume ~~the Delegate’s~~ their responsibilities until such a time that the Senate fills the ~~ASOCC Regional Delegate position~~ Vice President of Advocacy Committee position.
- c. In the event that the Delegate departs with no Vice Chair appointed, the Advocacy Committee Secretary shall assume the duties of the Delegate until such a time that the Senate fills the ASOCC Regional Delegate position.

**Change 8.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 8. Sub-Committees

- b. ~~Polling Sub-Committee~~
  - i. ~~Shall organize the polling activities, in order to track student interest, of the Advocacy Committee; compile and present polling data at regular intervals as set by the Advocacy Committee or Polling Sub-Committee Chair.~~
  - ii. ~~Shall be chaired by any interested member as appointed by the Advocacy Committee.~~

**Fiscal Affairs Council Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 6. Position Descriptions

d. Secretary

- I. The Fiscal Affairs Council shall elect from its own membership one individual to serve as Fiscal Affairs Secretary.
- II. The Fiscal Affairs Council Secretary shall take minutes at all official Fiscal Affairs Council meetings.
- III. The Fiscal Affairs Council Secretary shall compile, transcribe, and send minutes to the Vice President of Fiscal Affairs and the Advisor within 72 business hours of the Student Senate meeting.
- IV. The Fiscal Affairs Council Secretary shall write and send “thank you” letters as necessary.
- V. The Fiscal Affairs Council Secretary shall track tardies and absences of the Fiscal Affairs Council officers and present it at the first Fiscal Affairs meeting of every month.
- VI. The Fiscal Affairs Council Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
- VII. The Fiscal Affairs Council Secretary shall fulfill other duties and responsibilities as may be assigned.

**Sustainability Committee Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 1. Purpose

- a. The Sustainability Committee exists as a standing committee to the Student Senate ~~and Executive Board~~ to promote environmental awareness, work with the campus wide Sustainability Committee to achieve efficient SGOCC recycling pick-ups, and ~~to~~ collaborate with the campus to promote sustainable practices.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 2. Composition and Membership

- a. ~~The Sustainability Committee shall consist of at least five officers, including the Chair of the Sustainability Committee, and no more than nine.~~ The Sustainability Committee shall be comprised of no more than seven officers, including the chair of Sustainability Committee.

- b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs, ~~or their designee~~, shall hold membership on the Sustainability Committee.
- c. ~~The Student Senate and Executive shall appoint, from its body, two Student Senators to the Sustainability Committee, one being the chair.~~
- d. The Fiscal Affairs Council shall appoint, from its body, two ~~officers~~ to the Sustainability Committee.
- e. ~~The Sustainability Committee can appoint up to three officers from other branches in SGOCC. The Student Senate and Executive Board shall ratify these appointments. In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.~~
- f. ~~In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches.~~

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 4. Powers, Duties, and Responsibility

- b. Duties of the Sustainability Committee
  - i. It shall be the duty of the Sustainability Committee to:
    - 1. Host at least one event per semester related to sustainable or environmentally friendly practices.
    - 2. Collaborate with the ~~SGOCC~~ ASOCC Recycling Center.
    - 3. Oversee the distribution and location of the recycling bins.
    - 4. Promote sustainable practices on campus.
- c. Recycling Pick-ups
  - i. The Sustainability Committee shall recruit volunteers to participate in recycling pick-ups on Fridays.
  - ii. Participation in recycling pick-ups is mandatory for each ~~Sustainability Committee officer~~ at least once a month.
  - iii. There shall be no recycling pick-ups during holidays or breaks.
  - iv. Recycling pick-ups will start the week after the first Sustainability Committee meeting during the fall and spring semesters.
  - v. The following is mandatory attire of each officer during recycling pick-ups:
    - 1. Close-toed shoes
    - 2. Gloves

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 5. Position Descriptions

- a. Chair of the Sustainability Committee
  - i. ~~The Student Senate and Executive Board shall appoint the Chair of Sustainability.~~
  - ii. ~~Shall be the liaison between SGOCC's Student Senate and Executive Board and Sustainability Committee.~~
  - iii. Prepare and post meeting agendas in compliance with all state laws.
  - iv. Preside over all meetings as a nonvoting officer.
  - v. Enforce all rules established in these documents.
  - vi. Shall serve as the student representative of the campus wide Sustainability Committee or appoint a designee from the Sustainability Committee to serve.
- b. ~~Vice~~ Chair of the Sustainability Committee
  - i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.
- c. ~~Secretary of the Sustainability Committee~~
  - i. ~~The SGOCC Sustainability Committee shall elect from its own membership one individual to serve as Sustainability Committee Secretary.~~
  - ii. ~~The Sustainability Committee Secretary shall take minutes at all official Sustainability Committee meetings.~~
  - iii. ~~The Sustainability Committee Secretary shall compile, transcribe, and send minutes to the Sustainability Committee Chair and the Advisor within 72 business hours of the Sustainability Committee meeting.~~
  - iv. ~~The Sustainability Committee Secretary shall write and send "thank you" letters as necessary.~~
  - v. ~~The Sustainability Committee Secretary shall track tardies and absences of the Sustainability Committee officers and present it at the first Sustainability Committee meeting of every month.~~
  - vi. ~~The Sustainability Committee Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.~~
  - vii. ~~The Sustainability Committee Secretary shall fulfill other duties and responsibilities as may be assigned.~~
- d. Voting Officer
  - i. Shall make an informed vote on proposed projects.
  - ii. Shall remain objective.
  - iii. Shall maintain the integrity of the body.
  - iv. Shall uphold all standards both ethically and as outlined in this document.

### **Student Senate Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions

#### **D. Student Senate Secretary**

- I. ~~The Student Senate shall elect from its own membership one individual to serve as Student Senate Secretary.~~
- II. ~~The Student Senate Secretary shall take minutes at all official Student Senate meetings.~~
- III. ~~The Student Senate Secretary shall compile, transcribe, and send minutes to the Student Senate President and the Advisor within 72 business hours of the Student Senate meeting.~~
- IV. ~~The Student Senate Secretary shall write and send "thank you" letters as necessary.~~
- V. ~~The Student Senate Secretary shall track tardies and absences of Student Senate officers and present it at the first Student Senate meeting of every month.~~

- VI. The Student Senate Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.  
VII. The Student Senate Secretary shall fulfill other duties and responsibilities as may be assigned.

**Change “By-Laws” to Bylaws**

Change 1: The modification of “by-laws” to read “bylaws” throughout the entirety of the ASOCC Constitution.